

How to Register

Please note:

- The Census Bureau's online catalog is a secure, encrypted web site-- all information entered remains private
 - Please be patient with our new system, we're working to improve it's speed and efficiency
 - The Census Bureau accepts: MasterCard, VISA, American Express and Discover credit cards
 - **Attention Census Bureau employees and Census Data Disseminators:** If you wish to register for this seminar, please review the payment information listed [here](#)
 - Please follow all instructions below to register for classes
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We recommend that you **PRINT** these tips before starting the registration process.

To register for this course, first create a Census login account.

To create a new Census login account

1. All six (6) personal information fields are required
2. Click: **I'd like to register as a New User**
3. Complete the form and verify information
4. If information is incorrect, click **Cancel** to restart registration process
5. If information is correct, click, **Register** button

If you have an existing Census login account

1. Enter your existing **User Name**
2. Enter your existing **Password**
3. Click, **Log in** button,

If the information is entered incorrectly, you will be prompted by the following error message:

- **We detected an Error which may have occurred for one or more of the following reasons:**
- **We're sorry, the username or password you entered was incorrect. Please try again.**

4. Click, the **Back** button.
5. If problem persists, use steps for creating a **new Census login account**

Catalog Home Window

1. Catalog Home page should display, "**Welcome 'Your Name' "**
2. Click, **CENSUS 2000 Education and Training Services** category
3. Select **Understanding Federal Statistics** or **Using Census Statistics**
4. View listing of class offerings.
5. Select desired class by date and click, **BUY** button

Shopping Cart Window

1. View and verify selected class
2. If class is correct, select "**Check Out**" button
3. If class is incorrect, click "**X**" in **Delete** column

Shipping Information Window

1. Click **Edit**

Edit Shipping Information Window

1. Click **Select**

Pick Personal Address Window

1. To add a new address:
 - Click **Add** button
 - Go to **Add New Shipping Address Window**
2. If your shipping address exists:
 - Click **blue arrow** under the **Select** column (first column)
 - Go to **Edit Shipping Information Window**

Add New Shipping Address Window

1. Complete the form and verify information
2. If information is incorrect, click **Cancel** button
3. Go to **Pick Personal Address Window**, and click **Add** button
4. Click **Save** button

Pick Personal Address Window

1. Click **blue arrow** under the **Select** column (first column)

Edit Shipping Information Window

1. View and verify **Shipping Information**
2. **Shipping Method** should be set to **STANDARD** only
3. Click **Save** button

Shipping Information Window

VERY IMPORTANT:

1. Verify **Shipping Information** and **Shipping Method**
2. If information is incorrect, click **Edit** to re-enter
3. Click **Continue**

Payment Method Window

1. Click the **Edit** button

Edit Payment Information Window

VERY IMPORTANT: Fill in all information in fields 1 through 4 as follows:

1. Enter **credit card number** (e.g. 412345678901) no dashes or spaces allowed
2. Enter the **name** exactly as it appears on credit card
3. Enter **expiration date** (e.g. 10/2003)
4. Enter **phone number** including area code (e.g. 3017634636) no special characters are needed
5. **Verify all payment information**
6. If information is correct, click **Save** button
7. If information is incorrect, repeat steps 1-6 listed above

Payment Method

1. Payment information will be displayed, please verify
2. If information is correct, click the **Continue** button
3. If information is incorrect, click **Edit** and re-enter

Order Summary Window

1. Review contents in the **Order Summary Window**.
 - If order is completed, follow steps 6 and 7 below.
2. To add another class, click the **Continue Shopping** button
3. Browse the **Census Catalog** for other items or services
4. If additional items or services are selected, click the **BUY** button
5. Repeat steps for:
 - **Shopping Cart Window**
 - **Payment Method Window**
6. Review and click **Confirm Order** button
7. Click **Logout** button in upper right corner of screen

This completes your registration process. Thank you for your patience.